

**CLASS TITLE: ASSISTANT ADMINISTRATOR FOR PROPERTY  
MANAGEMENT AND REAL ESTATE  
(DEPARTMENT OF TRANSPORTATION)**

**Class Code: 02555700**

**Pay Grade: 35A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Transportation, to assist in planning, promoting and administering a complex comprehensive property management and real estate program; to be responsible for participating in, as well as supervising, reviewing and evaluating the work of a staff engaged in, the administration of such programs; to serve as Administrator in his/her absence; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of a superior from whom general and specific work assignments are received with wide latitude in the exercise of initiative and independent judgement in carrying out such assignments; work is subject to review upon completion only for results obtained and conformance to state and federal laws, rules and regulations as well as departmental policies and objectives.

**SUPERVISION EXERCISED:** Assists in planning, supervising, reviewing and evaluating the work of a subordinate staff of professional, technical and clerical personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist in planning, coordinating and administering a complex and comprehensive property management and real estate programs for the Department of Transportation.

To be responsible for participating in, as well as assisting in supervising, reviewing and evaluating the work of a professional staff engaged in, the administration of such real estate programs and involving such activities as:

Obtaining accurate and complete information concerning the land use privileges and real property conditions of ownership and of any and all existing encumbrances such as: mortgages; liens and restrictions; and obtaining property divisional lines in instances where such lines are not on record and for verifying data obtained with little records, deeds, probate records or other official records;

Making appraisals of the fair market value of land and all improvements thereon to be acquired for state use; and for making appraisals for consequential or appurtenance damages, if any, to the remaining portions of property not to be acquired;

Making final negotiations with property owners or their agents for the purpose of obtaining property by deed and obtaining releases for damages resulting from condemnations such as the removal and relocation of buildings and other improvements; and making final negotiations for slide slope easements, drainage easements and easement for the right of entry, and making final negotiation for obtaining options on land to be acquired by deed;

Providing a program of advice and assistance to owners and tenants of condemned property who must relocate their residences or commercial, industrial, manufacturing, mercantile or other establishment resulting from highway construction and providing a program for the management, maintenance and protection of property acquired for state use including the assessment and collection of rents prior to the demolition of such property.

To be responsible for reviewing and evaluating the reports of appraiser(s) and negotiator(s) in connection with land taking activities; and to prepare reports and make recommendations to superior for payment of all claim regulating from land acquisition activities.

To review the sale, lease or license of real estate under the jurisdiction of the department and make recommendations to a superior concerning such activities.

As required, to assist the appointing authority in labor relations and personnel administration activities.

To assist the Attorney General's Office in court cases by providing all records and data involving land taking actions by the state.

As required, to appear in court and give testimony as a certified general real estate appraiser.

To assist the Administrator in the control of outdoor advertising located adjacent to the interstate and primary highways in accordance with the Federal Highway Beautification Act.

To attend public hearings held in conjunction with Department of Transportation projects involving land acquisition.

As required, to appear before the State Properties Committee for the purpose of obtaining real estate by deed or obtaining releases or damages resulting from condemnation as well as the sale, lease or license of real estate under the jurisdiction of the department.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of real estate used in title examination, appraisal, and negotiation, as well as the closing activities and problems of relocation resulting therefrom, in the acquisition of real property for state construction projects and the ability to apply such knowledge in planning, developing and implementing a broad and comprehensive real estate laws, rules and regulations as they related to state construction projects and related land condemnation proceedings; a thorough knowledge of the principles and practices of property management, maintenance and protection of property acquired for state use; the ability to supervise; review and evaluate the work of a subordinate professional, technical and clerical staff engaged in the administration of a real estate program; the ability to sell, lease or license real property under the jurisdiction of the Department of Transportation; the ability to give expert testimony in court as a certified general real estate appraiser; the ability to establish and maintain effective working relationships with state and federal officials, property owners and the general public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with specialization in Public Administration, Business Administration, Real Estate or a closely related field; and

**Experience:** Such as may have been gained through: considerable employment in a responsible supervisory position with a governmental agency involving real estate; or, considerable employment in a highly responsible supervisory position in a private real estate firm involving title searching, appraising, and the buying and selling of real property.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment, must possess a certificate as a certified General Real Estate Appraiser issued by the Rhode Island Department of Business Regulation and/or State Board of Registration for Real Estate Appraisal and must maintain such certification as a condition of employment.

Class Created: June 7, 1998

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